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**MINUTES OF PVTA'S  
ADVISORY BOARD MEETING  
August 22, 2018**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, August 22, 2018 at the Pioneer Valley Transit Authority Administration Office located at 2808 Main Street in Springfield, MA, at 12:00 P.M.

**1. ROLL CALL**

	<i><u>Present (39.92 votes)</u></i>	<i><u>Not Present (22.07 votes)</u></i>
Agawam	Michael Squindo	
Amherst	Douglas Slaughter	
Belchertown	Brian O'Leary	
Chicopee	Steve Huntley	
East Longmeadow		Carolyn Brennan
Easthampton	Brendan Rogers	
Granby		Mark Bail
Hadley		David Moskin
Hampden		Becky Moriarty
Holyoke		Mayor Alex Morse
Leverett		Peter D'Errico
Longmeadow	Mark Gold	
Ludlow		Brian Mannix
Northampton	Mayor David Narkewicz	
Palmer		Paul Burns Johnson
Pelham		William Martell
South Hadley		Marilyn Ishler
Springfield	Anthony Wilson	
Sunderland		Sherry Patch
Ware	John Carroll	
West Springfield	Mayor William Reichelt	
Westfield		Peter Miller
Wilbraham	Paula Dubord	
Williamsburg	J.M. Sorrell	
ADA Representative		Jennifer Carbery
Rider Representative	Patrick Burke	

A quorum of 31.01 majority vote being present, Chairman Mayor Narkewicz called the meeting of PVTA's Advisory Board to order at 12:01 PM; majority vote of 39.92 present.

**2. PUBLIC COMMENT**

Chairman Mayor Narkewicz opened the floor for public comments. No public comments were made.

### **3. APPROVAL OF MINUTES**

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve the meeting minutes from the June 27, 2018 Regular Advisory Board Meeting.

**Motion:** Moved and seconded (Gold/O'Leary) to approve the meeting minutes from the June 27, 2018 Regular Advisory Board Meeting.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none. Chairman Mayor Narkewicz asked all those in favor to say aye.

Motion passed by a unanimous vote.

### **4. ROUTE 39E, SMITH/HAMPSHIRE/MOUNT HOLYOKE COLLEGES**

Sandra Sheehan, PVT Administrator, stated that Route 39E is a request from Five Colleges. They asked companies to put together a quote for operating the service and PVT had the lowest quote. This route will be fully funded by Five Colleges.

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve Route 39E which will be fully funded by Five Colleges.

**Motion:** Moved and seconded (O'Leary/Wilson) to approve Route 39E which will be fully funded by Five Colleges.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none, asked all those in favor to say aye.

Motion passed by a unanimous vote.

### **5. ADMINISTRATOR'S REPORT**

PVT Administrator, Sandra Sheehan, reported the following:

**State Budget:** On Thursday July 26, the Governor signed the state budget for Fiscal Year 2019. The Legislature's Conference Committee had earlier resolved differences between House and Senate versions of the budget. The Conference Committee adopted the Senate proposal of \$88.0 million for the 15 Regional Transit Authorities (RTAs) in FY 2019, \$6.0 million more than proposed by the House. The Senate's proposal to tie future RTA distributions to the inflation index was not adopted.

Following recommendations from both chambers, a task force will be established to determine best practices for RTAs. Of the total \$88.0 million transfer, \$4.0 million was set aside to be distributed to RTAs without a deficit conditioned upon their agreement to a memorandum of understanding with the Department of Transportation about adhering to best practices and filing information reports with MassDOT. Similarly, \$2.0 million is set aside for deficit relief for RTAs that agree to remedial plans with MassDOT to use performance indicators to eliminate unfunded deficits within three years.

After discussion with the Chairman and the Chair of the Finance and Audit Committee, PVT requested deficit relief funds from MassDOT. An MOU was executed last week in which PVT is

allocated \$1,679,000 out of the \$2.0 million available. Thus, the service reductions for FY19 are approximately \$800,000.

Public Informational Sessions have been held to notify the public of the upcoming service changes. These changes are based on the priority listing approved by the Board at the April meeting.

PVTA made a request to MARTA to be appointed to the Task Force. MARTA is to appoint three current or former administrators. The House appoints two members as well as the Senate. The Governor appoints 11 members to the Task Force.

The fare increase went into effect on July 1<sup>st</sup>. The transition went smooth. PVTA received some complaints from passengers who were not aware of the increase as well as from ADA passengers who are not in favor of a \$5 per trip cost for service outside of the ¾ of mile buffer. Preliminary analysis for fixed route service shows that although the ridership has decreased for July, the revenue collected increased by 10%.

Paratransit Management Services: The paratransit service transition went as smoothly as could be expected for this type of service. There have been some bumps in the road but, everyday NEXT service is improving. They have a very strong safety program. We continue to have weekly meetings to discuss and address any issues that may occur.

John Catellier, the Director of Maintenance at SATCo, is retiring after 45 years of service. We want to thank him for all he has done.

Krystal Oldread, Director of Operations and Planning, has given her notice and will be leaving the first week of September and we wish her the best.

## **6. DIRECTOR OF OPERATIONS REPORT**

Director of Operations and Planning, Krystal Oldread, reported the following:

PVTA's fixed route bus system transported 10,931,362 passengers in FY 18. This is a 4.66% decrease in ridership over the previous Fiscal Year.

MGM: PVTA unveiled the bus wrapped for the new shuttle route that would circulate through Springfield from Union Station to the casino and major tourist destinations, including the Basketball Hall of Fame and the Springfield Museums. The bus stop signs have been installed, schedules have been printed and distributed. Service is to commence on Friday August 24<sup>th</sup>.

Service Changes: Public meetings were held in Springfield, Northampton, Amherst and Holyoke to present upcoming service changes for the fall. The changes are being made to balance the budget. Fact sheets for each route with a schedule or routing change can be found on the PVTA website.

Schedules: All schedules are being updated and reprinted for the fall with the new fare information and any service changes.

Shelter and Stop Work: PVTA is working with several communities to improve bus stops. Work includes replacing old shelters and shelter pads, installing solar lighting, installing bicycle racks, improving ADA accessibility, adding shelters to locations which do not currently have them and replacing bus stop signs. Many of these improvements are part of a larger construction project and complete street projects or PVTA is partnering with the municipality to share the cost.

Stop and Shelter Inventory: This year, PVTA, in conjunction with PVPC and the operators, are undertaking a system wide stop and shelter inventory. The inventory is needed as part of the Title VI program update and will allow us to identify issues, opportunities and create a Bus Stop Investment Plan. All stops will be inventoried using a web app developed by students at UMass Transit which will allow for seamless integration with our existing database of stop locations.

Springfield Bus Stop Consolidation: PVTA is continuing to refine the plan to consolidate bus stops in Springfield based on the findings from the Stop and Shelter Inventory. There are 779 bus stops in the city; some are as close together as 400 feet. The current plan calls for eliminating about 166 bus stops or 21% of the total in the city. In April, the team met internally to finalize the list and ensure that no route will lose more than 25% of existing stops and that a Title VI analysis was not required. An updated list will be submitted to the city once the stop inventory has been completed.

Performance Measures: As required by MassDOT, PVTA is posting performance measures on the website by route on a quarterly basis.

Transit Asset Management Plan: PVTA is working with Cambridge Systematics to complete the Transit Asset Management (TAM) Plan as required by FTA. As a Tier 1 system, PVTA is subject to a more robust plan which outlines our current capital assets as well as our needs for the future. This plan will be completed in September in order to be approved by the MPO before submission to FTA by September 30th.

Title VI Program Update: Every three years PVTA is required to update its Title VI Program. The program outlines how PVTA complies with Title VI of the 1964 Civil Rights Act with fair distribution of impacts and operational decisions regarding its transit service. The Title VI Program establishes the thresholds for disparate impact/disproportionate burden. PVTA is presenting the changes to the plan and asking for feedback in conjunction with the public meetings on service changes.

PVTA's paratransit system transported a total of 291,932 passengers in FY18. This is a 1.91% decrease compared to the YTD ridership over the previous Fiscal Year.

Pilot Program Tri Town Trolley: The service launched in the beginning of September last year in East Longmeadow, Longmeadow and Hampden will be renewed for the upcoming year. There were 4,084 passenger trips in FY18.

## **7. NEW BUSINESS**

Chairman Mayor Narkewicz reported that there is no new business to discuss.

## **8. OLD BUSINESS**


Chairman Mayor Narkewicz reported that there is no old business to discuss.

## **9. ADJOURNMENT**

The meeting of the Advisory Board adjourned (O'Leary/Huntley) at 12:28 P.M.

**A TRUE RECORD**

**ATTEST:**

  
**BRANDY PELLETIER**

Documents filed with Board Meeting packet:

- Regular Advisory Board Minutes of 6-27-18

**Minutes Approved on September 19, 2018**